



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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## FIELD MONITOR

### \$32,970.75 - \$53,251.44 ANNUALLY

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#### NATURE OF WORK

Conducting routine monitoring of film, photography, special event activities and regulations and rule. Determining conformity with established standards and approved plans and referring incidents of non-conformity to appropriate departments for enforcement. Recommending actions and/or alterations to assist in conforming to accepted standards. Testifying in court, and before City boards and committees. Recording successful execution of productions. Preparing and maintaining records, photographs, reports, and correspondence relating to monitoring activities, findings, actions and outcomes. Maintaining communication with residential and business communities and serving as a resource in providing current information on community dynamics to supervisors. Assisting with the preparation of budgets, reports, spread sheets, charts and diagrams.

#### REQUIREMENTS

Bachelor's degree in Public/Business Administration or a related field and one (1) year full-time responsible administrative experience in public or business administration, including the use of personal computers. Ability to establish and maintain effective working relationships with employees, City officials, and the general public. Additional related experience may substitute for education on a year-for-year basis.

#### DESIRES

Strong written and verbal communication, and interpersonal skills. Proficiency in Microsoft Word, Excel, PowerPoint, Access and Outlook. Municipal experience or experience in Construction Industry preferred. Ability to work in a fast paced environment, meet strict deadlines and work under pressure. Excellent organizational skills. Knowledge of budgeting and financial processes (i.e., account reconciliation, Accounts Payable, etc.). Detail oriented person with strong follow-up skills. Bilingual (English and Spanish) is helpful.

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Send **2** Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
jobs@miamibeachfl.gov  
**ATTENTION: FM-ANN**

CLASS NO: **3023**  
UC NO: **0588UO**